

How to View and Grade Assignment Submissions in Digication

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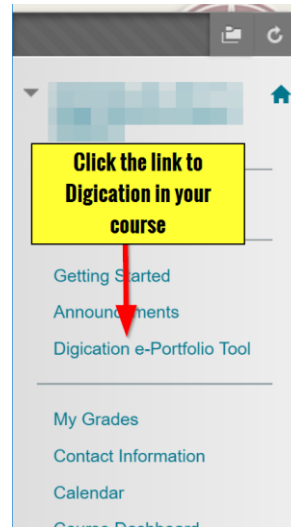
HOW TO VIEW AND GRADE ASSIGNMENT SUBMISSIONS IN DIGICATION

Overview

This document will show you how to view and grade assignment submissions in Digication. PLEASE NOTE: By default, instructors will receive emails when students submit assignments.

How to View an Assignment Submission

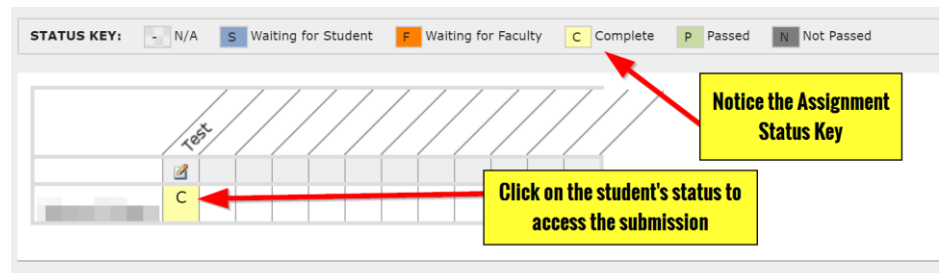
1. From within your Blackboard course, click the Digication tool link to open Digication. Once it has loaded, find the 'ePortfolio Assignments' section and click the assignment you would like to view.



ePortfolio Assignments



2. The Assignment Status screen will open in Digication. You can click on a student's status to see their submission. PLEASE NOTE: If the Assignment Status is "Waiting for Student," nothing has been submitted by the student. "Waiting for Faculty" and "Complete" mean a student has submitted something.



3. The Assignment Steps will be shown, along with a link to the student's submission. You can click the link to see whatever the student submitted. PLEASE NOTE: Once a student submits an assignment, they will not be able to go back and edit.

The screenshot displays a 'Progress Toward:' section for a 'Test'. Underneath, a green checkmark indicates 'Step 1: Student Submission' is complete. Below this, the heading 'e-Portfolio Evidence' is shown. A submission entry includes a user profile icon, the text 'Digi Course', and a green link labeled 'View e-Portfolio'. Below the link, a smaller line of text reads 'e-Portfolio "Digi Course" submitted on Aug 12, 2016 at 3:26 pm by [user name]'. Two yellow callout boxes with black borders and red arrows provide instructions: one points to the 'Step 1: Student Submission' link, and the other points to the 'View e-Portfolio' link.

Assignment Steps are shown and marked complete if finished

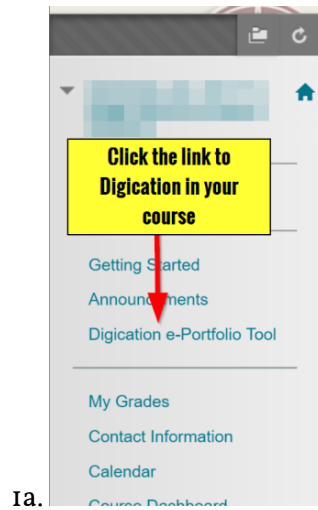
Click the link to view the submission. It will show whatever the student submitted at that time.

How to Grade an Assignment

This section will show you how to grade an assignment that will transfer into your Blackboard gradebook.

1. Click on the e-Portfolio link on your left-hand menu within Blackboard (1a). Click on the assignment from the Digication screen in Blackboard (1b). It will take you into Digication and to the Assignment Progress Screen.

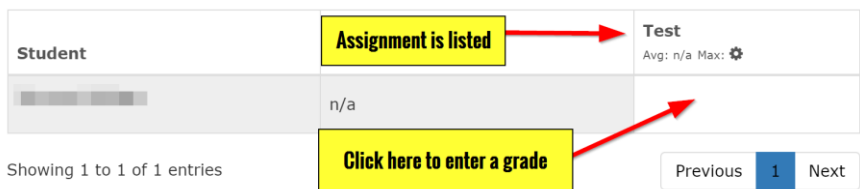
By default, your assignment will begin with only a 'Student Submission' step. If you wish to edit this step, or add more, click the 'Edit Assignment' button.



1.b



2. The gradebook within Digication will open. All students will be listed, along with all assignments.



Click in the box that corresponds to the correct student and assignment. Type in the grade and press enter. The grade should save

and produce a green check beside it.

How to Get Additional Help

If you still have questions, please contact the ITS Helpdesk by sending an email to helpdesk@tamusa.edu or calling 210-784-4357 (HELP).

Related Documents and Helpful Links

[A&M – San Antonio Digitization Support Page](#)

Feedback

We welcome your feedback about this document. Please email ITSFeedback@tamusa.edu or use Twitter [@TAMUSA_ITS](https://twitter.com/TAMUSA_ITS).

Document History

Version	Date	Revision history or Review (Author)
1.0	August 2016	Initial Release (Matt B.)
1.1	Sept. 28 2016	Updated images and wording (Matt B.)